



Title: Building Official & Inspection Supervisor

FLSA STATUS: Exempt from overtime under FLSA.

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from Deputy Director of Development.

Exercises direct supervision over professional and para-professional staff and contractors.

MINIMUM QUALIFICATIONS

- **Education:** Two-year Associates degree or equivalent

- **Experience:** Minimum of five years experience related to Building Code Enforcement. Requires broad knowledge of complex systems and procedures.

- **Licenses/Certifications/Special Requirements:**
 - International Code Council (ICC) Residential Combination Inspector
 - International Code Council (ICC) Commercial Combination Inspector
 - Valid AZ Drivers License upon hire

PREFERRED/DESIRABLE QUALIFICATION(s):

- Experience in a municipal or government setting.
- Previous supervisory experience is preferred.

JOB SUMMARY

The purpose of this position is to provide support to the Deputy Director of Development in the capacity of the City's Building Official. Supervises the building inspection staff; supervises and participates in a comprehensive municipal building inspection and code enforcement program to ensure compliance with federal, state, and local building, housing, and zoning codes and ordinances; coordinates and assigns tasks and activities; develops and implements work processes, systems, and procedures; interprets regulations; prepares technical reports and correspondence; recommends budget expenditures; responds to requests and inquiries; special projects as assigned.



City of Peoria

HUMAN RESOURCES

ESSENTIAL FUNCTIONS

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.

#	Essential Functions
1	Manages staff by planning and prioritizing tasks, ensuring policy and procedure compliance, recommending changes and adjustments, monitoring staff performance and development.
2	Building Official for City. Meets with professionals (architects and registrants), citizens, and staff in person or by telephone to resolve building code issues related to development projects; interprets federal, state, and local building codes.
3	Development and implementation of work processes, systems, and procedures; prepares technical reports and correspondence; provides data to Deputy Director of Development; recommends and implements new processes; tests and provides guidance on new or improved processes; responds to inquiries from public and development community regarding City policies and procedures.
4	Acts in the Deputy Director's absence by attending meetings, making decisions, and providing leadership.



PHYSICAL DEMANDS AND WORK ENVIRONMENT:

<p align="center">Physical strength for this position is indicated below with “X”</p> <p align="center">The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p>					
Sedentary	Light	X	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	X	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

<p align="center">Work Environment for this position is indicated below with “X”</p> <p align="center">The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p>						
Office	X	Outdoors	X	Vehicle	X	Office and Field/ Plant/ Warehouse
Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.	X	Incumbents may be subjected to extreme temperatures, wetness/humidity, respiratory hazards and noise and vibration.	X	Incumbents may be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.	X	The work will occur in an office and field environment. While performing the duties and responsibilities the employee maybe exposed to loud noise, noxious odors, unsanitary conditions, chemicals, electricity, moving mechanical parts, varying weather conditions, and other related conditions and situations. Position is subject to atmospheric conditions: Fumes, odors, dust, mists, gases or poor ventilation

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Computers, printers, copier, and related software, telephone, vehicle, construction evaluation tools.

PROTECTIVE EQUIPMENT REQUIRED:

Protective clothing, safety vest, safety footwear, gloves, protective eyewear, hard hat, hearing protection.